

The Florence Hall and First Floor Landing

Dominating the first floor is the magnificent Florence Hall, the largest and most richly decorated room in the building.

Vast floor-to-ceiling windows, etched glass doors, patterned marble and wood floors and carved stone window splays set a grand and elegant scene for standing receptions, seated dinners, weddings, conferences and Christmas parties.

All of the furniture has been designed by Conran & Partners, and the room is equipped with fully integrated audio-visual technologies. The windows flood the room with daylight and also open out onto a roof terrace designed by McCabe-Josland – a beautiful additional space for drinks and receptions, either in the open air or under a marquee.

The First Floor Landing

One of the grandest and most social spaces in the building is the first floor landing which extends around the marble staircase from the entrance area. The full-height windows and four monumental black marble pillars add a presence to the space that makes this an elegant setting for evening receptions for up to 150 people. The landing can be hired either on its own or in conjunction with the Florence Hall for truly memorable occasions. During the day there is a café here, offering breakfast, light lunches, afternoon tea and snacks.

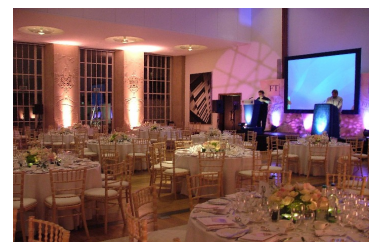
Capacities

Florence Hall	First Floor Landing
Theatre style: 300	Standing buffet: 150
Seated dinner: 250	Drinks reception: 150
Dinner dance: 200	
Drinks reception: 400	

Florence Hall Dimensions: L 18.5m W 17.4m H 8.0m

Catering

Our executive chef and his team are passionate about making each and every eating experience at the RIBA a memorable one. Regardless of the size or type of function, we source the freshest natural ingredients to create exciting, contemporary menus within budget. Good food lies at the heart of our business and we believe passionately that the eating experience should be central to the success of every event we serve. We have created dinner, canapé and finger buffet menus, these menus are by no means all that we can do, but provide a basis from which we can discuss further options.



Sunday room hire rates 2009 (vat exempt)

Florence Hall, First Floor Landing and Terrace

Weekdays 18.00-24.00	£4,880
Saturdays 17.00-24.00	£6,200
Sundays 15.00 – 23.30	£7,500

First Floor Landing

Weekdays 18.00-24.00	£1,330
Saturdays 17.00-24.00	£1,700
Sunday 15.00 – 23.30	£3,000

These hire charges include:

- A dedicated venue manager
- Cloakroom with attendants
- Security personnel

Any additional equipment or services will be quoted by your Venue Manager.

Please see details below for kosher events.

Event Timings

The following timings must be adhered to for all events. If earlier access is required please discuss with the Venues Team.

Setup	1400
Guest Arrival	1600
Terrace closed	2100
Live Music to finish	2200
Bar Close	2230
DJ Music down to back ground level	2230 (not be heard outside building)
Room Clear and Music Off	2330
De-rig complete	2430

For further details on these timings please see our Florence Hall Booking Form. Please note that the RIBA is located in a residential area, therefore noise levels, as specified by the Venues Manager must be adhered to.

Kosher Events

Our caterers can provide non-offensive cuisine, however for weekend events only, if Kosher catering is required the following caterers are allowed to use our kitchens: Melanies (Paul Leigh 020 8343 8889), James Zimmer (020 8830 8330) and Jason Millan (020 8624 3296). The cost for using external caterers is £2000 for the kitchens and £20 per hour for one of our chefs to be present at all times when the kitchen is being used.

